HEADQUARTERS
UNITED STATES AIR FORCE

INFORMATION HANDBOOK

FOR

AIR FORCE CIVILIAN EMPLOYEES

YOUR GUIDE TO APPLYING FOR VACANCIES UNDER THE AIR FORCE MERIT PROMOTION PLAN

HQ USAF/DP-PC

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TABLE OF CONTENTS

1. DEFINITION OF INTERNAL APPLICANT

Before you proceed to Chapter 2, take a minute to decide if this handbook is the appropriate tool you need to apply for vacancies covered by the Air Force Merit Promotion Plan, including Air Force Civilian Career Program vacancies. This guide was designed specifically for *Internal* applicants.

DEFINITION: "*Internal* applicant" applies to all appropriated fund employees occupying permanent and indefinite positions in the competitive service including those on Overseas Limited Appointments of indefinite or not to exceed five years duration because of the overseas rotation program. It also applies to employees serving under excepted service appointments who have competitive status, and employees currently serving under Veterans' Readjustment Appointments (VRA) or Schedule A 213.3106(b)(6) Family Member Appointments whose positions are temporarily converted to the excepted service. Also included are employees under both competitive and excepted appointments as here described who are absent in military service, serving with international organizations, or in leave without pay status while in receipt of compensation.

The instructions in this handbook <u>do not apply</u> to current <u>non-Air Force federal employees</u> **and** all other candidates eligible for federal civil service appointment. It also <u>does not apply</u> to permanent Air Force employees who **choose** to apply for vacancies <u>outside</u> the Air Force Merit Promotion System by utilizing a qualifying *External* appointing authority (e.g. VRA, 30% DAV, DEU). These applicants may utilize the Civilian Employment and Information Handbook for *External* applicants that can be downloaded from the Civilian Employment Homepage at https://www.afpc.randolph.af.mil/afjobs.

If you are an *Internal* applicant choosing to apply under merit promotion procedures, this is the correct tool for you.

2. AF MERIT PROMOTION PROGRAM – TWO STEP PROCESS

AF Manual 36-203 provides guidance and prescribes operational procedures for all staffing and placement activities, including those covered by the Air Force Career Programs. These procedures are effective at all Air Force activities with the implementation of the modern Defense Civilian Personnel Data System (DCPDS) and the Standard Automated Inventory and Referral System (STAIRS). The Merit Promotion Program included in Chapter 2 describes the two-step process to enable you to take control of your own career. The process includes the opportunity to review vacancy announcements and the ability to indicate positions of interest by "self-nomination." Chapter 2 also conveys the Air Force policy that *Internal* candidates will be considered for positions by self-nomination **without the requirement to submit a resume.** Personnel records are used for screening, much the same as in the old "Promotions and Placement Referral System (PPRS) - your experience, education, training and performance appraisals are coded into the data system and made available for matching with job requirements.

The revised recruitment process provides several advantages. Of these, the most important is the ability for you to make your own decisions regarding career growth opportunities. For example: You will be able to review any vacancies open to recruitment at your base or anywhere else in the Air Force and decide those of interest. As a result, you will have first hand job information available on which to base your decisions. This information

2. AF MERIT PROMOTION PROGRAM – TWO STEP PROCESS *(Continued)*

was not previously available. In addition, referral certificates will improve significantly because only interested candidates will be reflected, rather than those who just happened to get referred – a recurring problem at large bases and with Central Skills Bank (CSB). Also, the delays associated with updating geographic location (geoloc) codes or initially registering in CSB will be a problem of the past. With the new Merit Promotion Program, CSB has been eliminated.

In addition, employees will be able to gain immediate feedback on self-nominations from the Internet or the telephone. There will be no more wondering about the status of a vacancy - as in the past.

The purpose of this Handbook is to provide information on the new STAIRS process; offer instructions and tips on how to properly manage your career; provide step-by-step guidance on how to retrieve announcement information and self-nominate; and to afford a single source for related questions. You will find it helpful to read this guide thoroughly before beginning the new process. Then just follow the two-step process that follows and you will be on your way to your next job.

- ❖ **STEP ONE – Review Job Announcements**
- ❖ **STEP TWO – Self-Nominate**

3. STEP ONE - REVIEW JOB ANNOUNCEMENTS

Section 1. Employee Responsibility

Announcements are the key to employment consideration. You, the employee, are responsible for locating announcements of interest. If you miss an announcement, you will not be considered for the vacancy. Information in this chapter will refer you to the automated tools available to locate Air Force announcements. Choose the one that best meets your needs.

In rare circumstances you may not have access to any of the automated tools provided to locate announcements or to self-nominate. For example: you may be **deployed** as a Reservist or Civil Service employee to a location that does not provide contact with the Merit Promotion tools. It is also possible that severe illness or other leave may result in system inaccessibility. In these cases, it is still your responsibility to either forego consideration for vacancies during the timeframe the systems are unavailable to you or to appoint a proxy to review vacancies and self-nominate in your behalf. To appoint a proxy, you must provide your UserID and Password, if using the Internet or your Personal Identification Number, if using the telephone. **REMEMBER:** providing these numbers and passwords allow your proxy access to other personal information in your records as well. Because **deployed** civilians are required to appoint someone with power-of-attorney prior to departure, we recommend the same thought process go into releasing your personal information to others. This is only necessary if you choose to have someone else self-nominate for you in your absence.

3. STEP ONE - REVIEW JOB ANNOUNCEMENTS *(Continued)*

Section 2. Civilian Employment Homepage

Your primary source for information regarding the **STAIRS** process for Air Force *Internal* applicants is the Civilian Employment Homepage at:
https://www.afpc.randolph.af.mil/afjobs/

To see current vacancy announcements, click on the job search link. You can view vacancy announcements by location, announcement number or by a combination of pay plan, occupational series and/or grade. All announcements contain an announcement number, opening and closing dates, as well as other pertinent information such as the location of the position, work schedule, who is eligible to apply, and a brief description of the duties of the position. Announcements are generally posted every Friday for a minimum of five (5) work days.

As you review the announcements on the Homepage, you may, at the same time, self-nominate for those vacancies for which you wish to be considered.

In addition, you will have no need to schedule a trip to your Civilian Personnel Flight for other assistance. The Employment Homepage contains all the following services:

- ✓ On-line job announcements for each vacancy announced on the World Wide Web

- ✓ Self-Nomination Capability – Allows you to apply for those vacancies of interest to you

- ✓ The Civilian Announcement Notification System (CANS) – by subscribing to CANS, you will receive information on the jobs you are interested in as they are announced (See Chapter 3, Section 3)

- ✓ An improved Resume Writer enabling you to create, update, submit, retrieve, and resubmit your resume all from the same website. A resume is required only if applicable to you for consideration for positions being filled under certain appointing authorities as described in Chapter 5, Section 1.

- ✓ Plus an abundance of other information such as facts on job application instructions, benefits, pay and leave entitlements, relocation, travel, and veteran information

- ✓ Special programs such as the DOD Acquisition Demonstration Project, Air Force Civilian Career Program vacancies, summer and student jobs

3. STEP ONE - REVIEW JOB ANNOUNCEMENTS *(Continued)*

Section 3. Civilian Announcement Notification System (CANS)

Of all the vacancy search options described in this Chapter, the Air Force vacancy announcement subscription service is the most convenient. How much time would you spend searching for job announcements? Do not waste that valuable time searching for the same information over and over again. If you have a valid Internet e-mail address, you may choose to sign up for the Civilian Announcement Notification System **(CANS). CANS** provides a state-of-the-art system that searches Air Force vacancies for you. It will match the criteria you select with open vacancy announcements and e-mail a listing to you automatically. You will have no more weekly, time-consuming searches through numerous announcements, just to find there is no vacancy of interest. **CANS** represents the optimum in vacancy announcement technology.

CANS is simple to understand and use:

SUBSCRIBE: Select the CANS option on the Employment Homepage. Enter a valid e-mail address as indicated. You will then be allowed to complete a table, specifying the pay plan, series, grade, and category of positions for which you are interested. You may choose to subscribe again using another valid e-mail address if you have one. This will provide you the option to check for vacancies at other locations.

REVIEW: As vacancies matching the criteria you set are announced, you will receive an e-mail notification, linking you to the specific announcements you want to see. Review each match to determine if you are interested.

SELF-NOMINATE: Access the Employment Homepage or the telephone to self-nominate for those vacancies for which you wish to be considered.

A **CANS** Informational Handout at **Appendix A** details specific instructions on the announcement process.

Section 4. Interactive Voice Response System (IVRS)

Air Force has expanded the capabilities of its information systems to more efficiently manage the increasing demand for services while sustaining continued reductions in the workforce. The Interactive Voice Response System **(IVRS)** will allow applicants to receive and enter information via touch-tone telephone and facsimile. Interfaces will automatically receive information from and pass information to existing Air Force applications, thus eliminating the need for manual intervention. **IVRS** is available 22 hours a day from 0100 to 2300 Central Standard Time (CST). Utilizing **IVRS**, you can (1) obtain information on vacancy announcements specific to your personal preferences and locations; (2) obtain information on subscription service; (3) self-nominate for vacancies; (4) check the status of your self-nominations, referrals, and position fills; and (5) speak to a recruitment representative. You may also select an option to receive employment information by "Fax Back".

You will have several job listing options from which to choose. A listing of all Air Force bases that have current vacancies is available through voice-back capability. This allows

3. STEP ONE - REVIEW JOB ANNOUNCEMENTS *(Continued)*

Section 4.   Interactive Voice Response System (IVRS) *(Continued)*

you to decide if you are interested in continuing further with a job search. Another option enables you to receive, either by fax-back or voice-back, a listing of AF vacancies at up to five locations and for up to three grades. A third option faxes a listing of all AF vacancies. This option can be narrowed to include only specific geographic regions or job code(s).

Call the appropriate number below and follow instructions. If you need additional assistance, customer service representatives are available with **STAIRS** information during normal business hours, Monday - Friday, 7:30 a.m. - 4:30 p.m. CST excluding federal holidays. Announcements generally open on Friday for a minimum of five days.

An IVRS Quick Reference Guide containing step-by-step descriptions of each telephone call flow is available for download from the Employment Homepage. Your next job may be just a phone call away.

INTERNAL	
United States	**1-800-997-2378 (within area code 210, dial 527-2378)**
Germany	00-800-19972378
Italy	800-781-764
Japan	0061-800-199-72378/IDC: 001-800-199-72378/TELE: 0041-800-199-72378
Korea	TELE: 001-800-199-72378/DACOM: 002-800-199-72378
Portugal	00-800-8-12-992
Turkey	00-800-151-0894
United Kingdom	00-800-19972378/MERCURY:800-19972378
TTD USERS	
United States	**1-800-382-0893 (within area code, 210 dial 565-2276 or 565-3008)**
Germany	00-800-138-20893
Japan	0061-800-138-20893/IDC: 001-800-138-20893/TELE: 0041-800-138-20893
Korea	TELE: 001-800-138-20893/DACOM: 002-800-138-20893
Italy	800-780-081
Portugal	00-800-8-12-565
Turkey	00-800-151-0817
United Kingdom	00-800-138-20893/MERCURY: 800-13820893

4.   STEP TWO - SELF-NOMINATE

Section 1. Why and When to Self-Nominate

Under our new and improved system, you will be able to decide when and where to apply for jobs.   The self-nomination process ensures that managers receive a certificate with only the names of qualified candidates interested in a particular opening. If using CANS as recommended, you should not miss an opportunity to self-nominate.

It is extremely important to note the opening and closing dates for each announcement. Since announcements are generally posted for a minimum of five work-days, it is important to understand that you **must** self-nominate by the **closing date of the vacancy announcement**. We recommend you not wait until the last day. Self-nominate at the earliest possible timeframe; otherwise, you may miss consideration.

NOTE: Career Program registration is not required to self-nominate for a Career Program vacancy.
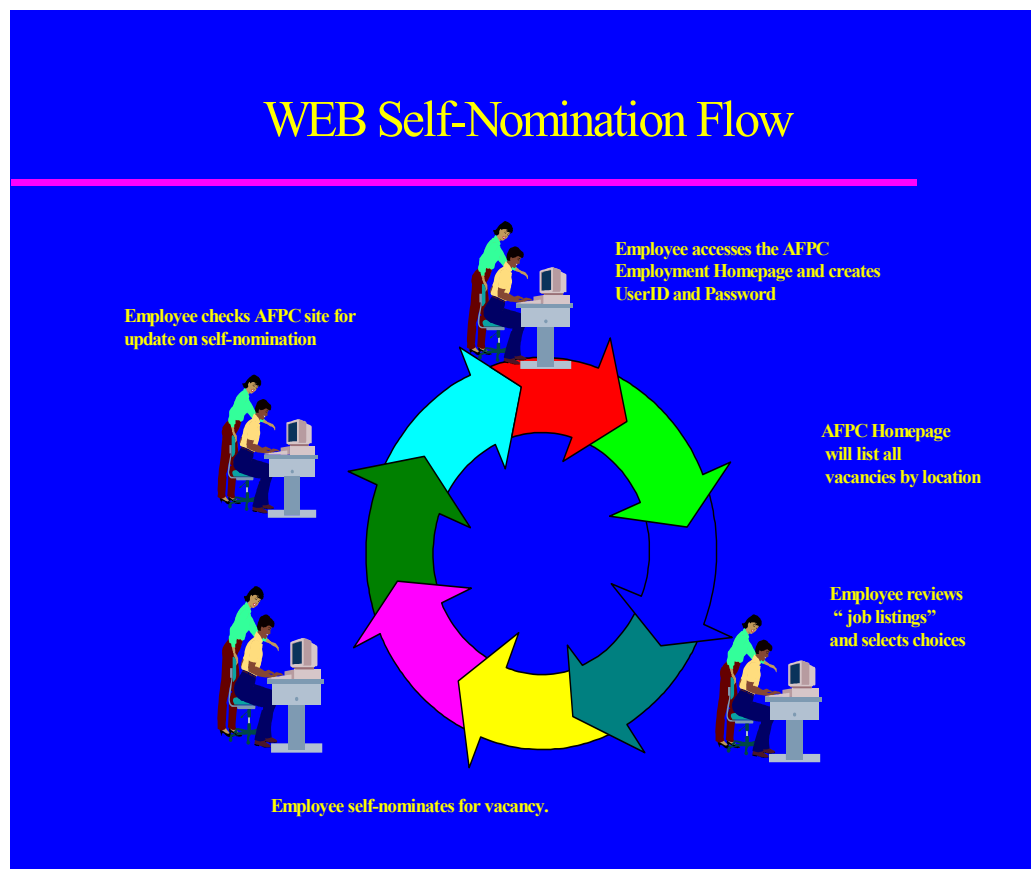
Section 2. Where and How To Self-Nominate

Self-nomination allows you to choose the vacancies for which you wish to be considered. You may self-nominate at any time during the open announcement period using IVRS or from the Employment Homepage. Read the instructions below to determine the best application for you.

INTERNET: Note: When establishing passwords for the Internet application, you should have your Leave and Earnings Statement (LES) handy. All first time users will be asked to create a UserID and Password. On the Employment Homepage, select the "My Account" option. Then click on the "Civilian" button and complete the required data. You will be asked to provide your Social Security Number (SSAN), Date of Birth, Service Computation Date (SCD) for Leave, Pay Plan, Current Grade and Step-in-Grade, DSN and a valid e-mail address. If you do not input a valid e-mail address, the account you create will be immediately locked. Ensure you have all this information available before you enter the application. Please read all instructions carefully as you proceed on-line.

4.   STEP TWO - SELF-NOMINATE *(Continued)*

Figure 1

WEB Self-Nomination Flow

Employee accesses the AFPC
Employment Homepage and creates
UserID and Password

Employee checks AFPC site for
update on self-nomination

AFPC Homepage
will list all
vacancies by location

Employee reviews
" job listings"
and selects choices

Employee self-nominates for vacancy.

5.   STEP TWO - SELF-NOMINATE *(Continued)*

Section 2. Where and How to Self-Nominate *(Continued)*

TELEPHONE: The first time you use IVRS, your Personal Identification Number (PIN) will default to the month and year of your birth (i.e., mm/yyyy = 011962). The system will then require you to change your PIN to another six-digit number. To self-nominate, you must enter the eleven-digit self-nomination number for the vacancy for which you are interested. You may obtain the eleven-digit self-nomination announcement number either through CANS, the Employment Homepage, or IVRS.

If you need assistance with the IVRS to self-nominate, a step-by-step call flow is available for download from the Employment Homepage.

Figure 2

5. WHEN TO USE A RESUME

Although most employees will not be required to submit a resume prior to self-nominating, there are a few exceptions where resumes are required.

Section 1. External Appointment Authorities and DEU

Current *Internal* Air Force employees who wish to be considered for vacancies announced through the Air Force Personnel Center Delegated Examining Unit (DEU) or those who possess a noncompetitive authority eligibility, such as, Veterans Readjustment Appointment (VRA) or 30 percent disabled veteran (DAV), may self-nominate for announcements open to *External* candidates when a resume is submitted as specified in the Air Force Job Kit **(supplemental data is required).** Do not forget to include TEMP as your eligibility, if you are interested in temporary and/or term vacancies. The Civilian Employment and Information Handbook for *External* applicants may be downloaded from the Employment Homepage if you would like assistance in preparing an effective Air Force resume. Otherwise, you may prefer to download only the **Job Kit** that provides in-depth regulatory and administrative requirements to prepare your resume. Be sure to review vacancy announcements for details on who may apply. After your resume is on file, you must self-nominate for selected vacancies.

REMEMBER: You are a current permanent employee applying under an *External* appointing authority. If selected, your appointment will be made according to the authority under which recruited.

EXAMPLE: You are a career employee and wish to apply *Externally* under an announcement advertised to accept resumes from VRA eligibles. You are eligible for the VRA authority, so you **choose** to apply. You must follow all the rules and requirements determined appropriate for all VRA External applicants, including providing supplemental data. You will then compete along with VRA candidates using appropriate rating procedures. If selected, you will be converted from a Career Appointment to a VRA Appointment. Your current benefits and entitlements will not change unless you have a break in service.

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Section 2. New Employee Eligible for the Merit Promotion Program

Newly covered employees for whom the necessary qualifications and evaluation data are not yet available for ranking may be temporarily excluded from internal merit promotion consideration pending receipt of a complete record. No employee will be excluded from merit promotion consideration for a period of longer than 90 days.

6. FOREIGN AREA BASE - UNIQUE STAIRS REQUIREMENTS

Section 1. Military Spouse on Leave Without Pay (LWOP)

Military Spouses (MSPs) on LWOP at foreign area bases are exempt from the self-nomination process. MSPs are required to register for jobs at their respective foreign area Civilian Personnel Flight (CPF) by submitting a resume and other requested documents to establish MSP eligibility.   The CPF will build and maintain an inventory of MSP eligibles and make referrals as vacancies occur. Military spouses receive consideration/preference for all vacancies for which qualified and interested at a grade no higher than previously held on a permanent basis; vacancies must be in the commuting area of the sponsor's duty location. MSP candidates may file a resume 30 days prior to anticipated arrival; however, preference will not be granted until the spouse's actual arrival date overseas.

7. AUTOMATION TOOLS/WEBSITES

Section 1. Automation Tools

Appendix B contains a listing of websites for automation tools to assist applicants, employees, managers and civilian personnel staff members. Included are a Severance Pay Calculator; Federal Employees Retirement Calculator (both CSRS & FERS); Social Security Benefit Calculator; TSP Calculator; Life Insurance; Military Deposit and NAF Portability Calculators. In addition, there are applicant tools that determine Military Spouse Preference eligibility; Veterans' Preference; VRA eligibility; questions and answers on the extension of Veteran's Preference and the Veterans Employment Opportunity Act; and the AF Resume Writer. Employees can find out how to read an SF-50; access the DFAS Employee/Member Service System; AF Civilian Career Data Brief (GS-12s & above); TSP information and account access; EEOC's quick start for employees; AF employee's Electronic OPF; AF Career Program on-line registration; Employee Benefits and Information System (EBIS) and a Social Security retirement planner. Numerous sites contain travel information. Other tools include automated evaluation summaries; PERMISS; DOD Virtual Interactive Personnel System (VIP) and information on the effects of non-pay status on service dates.

Section 2. Other Web Sites

Exceptional information on benefits and entitlements, career transition and pay can be found on the web. Make use of these sites to assist in your career planning.

Finding other federal vacancies is also easier than ever. A variety of vacancy information sites and resume writing tips are easy to access. The AF resume is an appropriate format to use for most federal vacancies; however, you will need to check each announcement thoroughly for any job specific criteria. **Appendix C** includes additional web sites to assist.

8. FREQUENTLY ASKED QUESTIONS

QUESTION:
How do I locate Air Force Civilian Career Management Information?
ANSWER:
Air Force Civilian Career Management Information is available on the Career Program website at http://www.afpc.randolph.af.mil/cp.

QUESTION:
I would like to self-nominate using the IVRS, but I do not know my Personal Identification Number (PIN).
ANSWER:
The first time you use the IVRS system, your PIN will be the month and year of your birth (i.e., mm/yyyy = 011962). The system will then require you to change your PIN to another six-digit number.

QUESTION:
May I self-nominate at the same time that I am looking at vacancy announcements, or do I need to copy the self-nomination number and come back later to finish the process?
ANSWER:
You may view vacancy announcements on the Employment Homepage and apply at the same time. The IVRS also provides a specific option to listen to vacancies and self-nominate after each one if you desire.

QUESTION:
I recently self-nominated for a position and the status is listed as "No action has been taken at this time, please check back". Will I still be considered for this position?
ANSWER:
All self-nominations will show a status (tracking code) of "No action has been taken at this time, please check back" until a Human Resource Specialist has taken action to begin the process of filling the position. At that time, the self-nomination will reflect the appropriate status. You should continue to track the status until the code has changed.

QUESTION:
When do I apply?
ANSWER:
You must apply by the closing date of the announcement to be considered.

QUESTION:
How do I self nominate?
ANSWER:
Either by telephone using the IVRS or over the web using the Employment Homepage.

QUESTION:
Will IVRS be available 24 hours a day?
ANSWER:
IVRS will be available 22 hours per day from 0100 – 2300 Central Standard Time (CST). The remaining two hours will be used to refresh the data to/from Resumix.

8. FREQUENTLY ASKED QUESTIONS (*Continued*)

QUESTION:
Self-nomination must be completed by the closing date of the announcement. What does that mean, exactly?
ANSWER:
Applicants will be able to self-nominate until the closing date at 9:57:30pm CST (2 ½ minutes prior to 10:00pm CST).

QUESTION:
How will I find out which base has job openings?
ANSWER:
You can subscribe to CANS, our announcement notification service, or you may also search for announcements on the Employment Homepage by choosing the specific geographic location or search criteria for which you are interested. In addition, you may obtain announcement information via IVRS.

QUESTION:
How do I find information on job vacancies at bases not serviced by the Air Force Personnel Center?
ANSWER:
Vacancies for all Air Force locations will be posted on the Civilian Employment Homepage.

Remember the following when seeking your next job opportunity:

➢ Search for current vacancy announcements
➢ Self-nominate for positions for which you are well qualified and desire consideration within the announcement period indicated in the announcement.

9. HISTORY OF THE STANDARD AUTOMATED INVENTORY REFERRAL SYSTEM (STAIRS)

Section 1. Background

There were three distinct events that led the Air Force to adopt a new method for filling *Internal* position vacancies within their civil service program, including those covered under the Air Force Civilian Career Programs.

The first event was the National Performance Review (NPR): the initiative to re-invent the federal government and to streamline its operations and processes. The NPR encouraged federal managers to cut the 'red tape' and bureaucracy involved in their processes, to empower their employees with authority and decision-making ability, and to return to the basics of their agency's mission. Additionally, the NPR encouraged federal agencies to view their *Internal* constituencies as customers and to make those customers a priority. As a result, the Air Force empowered its employees to determine the positions for which they desired consideration. They did this by listing all vacancies and adopting self-nomination as the means to identify specific jobs of interest.

The second event was the DOD Program Decision Memorandum (PDM) that directed regionalization of civilian personnel operations in all branches of the armed forces. It also encouraged inter-service arrangements to achieve efficiencies. As a result of the PDM, the Modern Defense Civilian Personnel Data System (**MDCPDS**) was developed and **Resumix** was selected as the standard staffing system to be used by all DOD components and agencies. Because **Resumix** utilizes announcements, it supports our decision to empower Air Force employees to make their own decisions in the employment processes.   However, due to missing functionality in Resumix that would make internal staffing actions change significantly from that used with PPRS, Air Force developed the Civilian Personnel Decision Support System to augment the Resumix process.

The third event was Program Budget Decision (PBD) 711, that established Fiscal Year 1999 as the date the number of civilian personnelists in the federal government would be cut in half. To the Air Force, this meant going from approximately 3,000 personnelists to 1,500. The PBD also tied these reductions to modernization of the personnel data systems in all branches of the armed forces. This event determined the timeframe that Air Force needed to change our staffing process.

Because of these three events, the Air Force adopted a new process that involves the use of announcements and self-nomination. The Air Force Standard Automated Inventory and Referral System (**STAIRS**), was designed to provide an automated promotion and referral system.

9. HISTORY OF THE STANDARD AUTOMATED INVENTORY REFERRAL SYSTEM (STAIRS)
(Continued)

Section 2. Resumix

Resumix (a commercial off the shelf software product) was selected as the new staffing tool that fulfilled DOD's requirement to establish a DOD-wide Standard Automated Inventory Referral System (STAIRS). Resumix provided the most functionality identified by all agencies. Although Resumix was initially designed for private industry, some modifications were created for federal use. However, because Air Force had used the Promotions and Placement Referral System (PPRS) for the past 20 years for *Internal* fill actions, we determined that Resumix still lacked some critical functionality to meet our needs (e.g. And/Or Logic, Sort Factor, Weighted Skill Rater, and Archiving).   In November 1995 Air Force tested the Resumix platform for *Internal* placement at the AMC Regional Center, Scott AFB IL. Again in April 1996, Resumix was tested for *External* Recruitment at the Air Force Personnel Center, Randolph AFB TX. Resumix indicated they would attempt to provide the requested functionality we were lacking; however, by March 1998, it was still missing. Air Force enhanced the Civilian Personnel Decision Support System (CPDSS) to incorporate this missing functionality.

Section 3. CPDSS

Now resolved to incorporate the Resumix missing functionality into the CPDSS software, the Air Force looked at our staffing processes to determine what changes would need to be made to the initial Resumix STAIRS process and how it differed with our current internal PRRS rating system. The four basic Air Force business processes we have always used to fill positions remained the same: (1) identify interested candidates for consideration; (2) rate candidates to determine if they are eligible; (3) rank candidates to determine who is best qualified for referral; and (4) notify those who competed for selection on what happened.

Basically, by supplementing Resumix with the enhanced CPDSS, all that Air Force has really changed (from the way we filled vacancies with PPRS) are the tools we use to accomplish these tasks. Resumix is the front-end tool used for creating announcements and for employees to self-nominate. CPDSS replaces base level and Headquarters Air Force (HAF) LEVEL PPRS. CPDSS is a sophisticated tool developed by Air Force that provides staffers the following functionality: (1) the ability to maintain an experience history file on each employee (this was previously a part of the legacy DCPDS and no longer resides in the modern system); (2) the ability to store data and calculate Whole Person Scores (WPS) for Career Programs; (3) Weighted Skill Rater; (4) And/Or Logic; (5) Tracking codes for certificates, notification to employees and an audit trail; (6) Penalty and Restriction Identification for Career Programs; (7) Referral Briefs; (8) Tie Breaker Logic (Sort Factors); (9) Electronic Case-file; (10) Electronic Archiving; (11) Electronic Certificate Package; (12) Identification of AF Special placement considerations; (13) BI Algorithms; (14) Web access for employees; (15) Time- in-grade Calculator; (16) Additional Work Screens for Qualification Determinations; (17) Candidate Referral Roster; (18) Technical Appraisals Storage and calculations; (19) Veteran preference sorting and point calculations (20) Delegated Examining Recruitment; and (21) Promotion Appraisal nine behavioral elements.

The biggest change for *Internal* applicants from PPRS to the new Air Force STAIRS process will involve switching from passively letting the "system" control the employee's consideration for job opportunities to a pro-active process where applicants will actively locate vacancies of interest and self-nominate for consideration. Otherwise, the new business process will appear seamless.

# 9.	HISTORY OF THE STANDARD AUTOMATED INVENTORY REFERRAL SYSTEM (STAIRS)
(Continued)

Section 4. PPRS vs. STAIRS

PPRS	STAIRS
•IDENTIFY CANDIDATES	•IDENTIFY CANDIDATES
➢ Skills Inventory	➢ Announcements
➢ Everyone Considered	➢ Self-Nomination
•RATE JOB QUALIFICATIONS	•RATE JOB QUALIFICATIONS
➢ Based on Experience, Education and Training	➢ Based on Experience, Education and Training
➢ Current job, experience history and personnel records to include skills codes	➢ Current job, experience history and personnel records to include skills codes
•RANK	•RANK
➢ Skills codes	➢ Skills codes
•STATUS of FILL ACTION	• STATUS OF FILL ACTION
➢ Only notified of referral status	➢ After self-nomination, applicant can track status of action throughout the fill process via web or telephone

Section 5. Integration With Modern DCPDS

In order to modernize and standardize the civilian personnel data system, the Department of Defense (DOD) elected to replace the mainframe based legacy Defense Civilian Personnel Data System (DCPDS) with the modern DCPDS that is a relational database operating via a client-server networked environment. However, the modern DCPDS would not support the mainframe based PPRS rating and ranking system that Air Force has been using for *Internal* merit promotion actions for the past 20 years. As a result, the Air Force decided to drop PPRS. It would be too costly to update it to work with the modern system. In addition, none of the other DOD components supported its use.

Consequently, Air Force was required to supplement its staffing process with systems that would integrate with the modern DCPDS. Resumix was selected to integrate with the modern DCPDS when purchased by DOD for all agencies. Air Force ensured that CPDSS, designed by Lucent Technologies, would integrate with the modern system as well. Other Air Force Unique systems (i.e. Interactive Voice Response System (IVRS), the Civilian Announcement Notification System (CANS) and the Air Force WEB applications) were developed to integrate as well, creating a single STAIRS staffing system.

10. APPENDIX D - CANS QUICK REFERENCE HANDOUT

AIR FORCE CIVILIAN ANNOUNCEMENT NOTIFICATION SYSTEM (CANS) HANDOUT

The Air Force Civilian Announcement Notification System (CANS) matches your requirements with open vacancy announcements and automatically sends you an e-mail when a match occurs (this is ONLY a notice). You need to express your requirements in the form of a list of occupational series, pay plan, grade combination(s) and geographical location(s). To enter your requirements into the CANS you first need to input various combinations of occupational series, pay plans, and grades. Second, you need to input your required geographical locations. The CANS will look for matches using your occupational series, pay plan, and grade combination(s) with each geographical location.

CANS may be accessed on the Civilian Employment Homepage at **https://www.afpc.randolph.af.mil/afjobs**. Click on the Air Force Civilian Announcement Notification System and follow the below instructions to become a subscriber. Instructions are also available when you access CANS that will assist you in completing your subscription request.

To enter an occupational series, pay plan, and grade combination:

1. Select the pull down menu for the Occupational Series Group (the first two characters of the occupational series) and a list of all occupational series groups is displayed.
2. Select a specific group from the list.
3. Select the pull down menu for the Occupational Series and a list of all occupational series for the selected group is displayed.
4. Select a specific occupational series from the list.
5. Select the pull down menu for the Pay Plan and a list of valid pay plans for the selected occupational series is displayed.
6. Select a specific pay plan from the list.
7. Select the pull down menu for the Grade and a list of valid grades for the selected pay plan is displayed.
8. Select a specific grade from the list.

You have completed selecting an occupational series, pay plan, and grade combination. Repeat this operation for additional occupational series, pay plan, and grade combinations.

If you wish to receive notification of developmental or targeted positions (i.e., GS-5 target GS-11), you must register for the **entry level** to receive a notice from CANS.

TIP! Recommend you register at all intervening grades since vacancies may be advertised at various entry levels (i.e., GS-5 target 6, GS-7 target 9, GS-7 target GS-12, WG-8 target 10).

If you want all of the occupational series within a group, leave the Occupational Series field blank after selecting the Occupational Series Group. The Air Force Civilian Announcement Notification System will look for matches using all occupational series within the selected group for the given pay plan and grade.

10. APPENDIX D - CANS QUICK REFERENCE HANDOUT
(Continued)

To enter a geographical location:

1. Select the pull down menu for the States and a list of states where there is an Air Force location is displayed. The word 'All' is displayed if you want to match on any or all locations. There is a 'Overseas' selection that will display all overseas locations.
2. Select either 'All', a specific state, or 'Overseas' from the list.
3. If a state or 'Overseas' is selected, select the pull down menu for the Location and a list of locations for the selected state or all overseas locations is displayed. If 'All' was selected, you do not need to select any locations, as all locations will be included in your requirements.
4. You have completed selecting a geographical location. Repeat these steps for additional geographical locations.

If you want all geographic locations within a specific state, leave the Location field blank after selecting the specific state. This does not apply for overseas, you must specifically select each desired overseas geographical location.

* Denotes mandatory field

Example 1:

If you enter occupational series, pay plan, and grade combinations:

Group *	Series	Pay Plan *	Grade *	Geographical Locations State	AFB
02 – Personnel Management and Industrial Management Group	0221 – Classification and Wage Specialist	GS	09	Maryland	Andrews

Results: The Air Force Civilian Announcement Notification System (CANS) will send you an e-mail notice if a GS-0221-09 position at Andrews AFB was announced.

Example 2:

Group *	Series	Pay Plan*	Grade *	Geographical Locations State	AFB
02 – Personnel Management and Industrial Management Group	(*blank*)	GS	09	Wyoming	FE Warren

Results: If you selected the occupational series group of "02 – Personnel Management and Industrial Management" and did *not* select a specific series, you would receive a notice if a position at F. E. Warren AFB in the occupational series of 0201, 0203, 0204, 0205, 0212, 0221, 0222, 0230, 0233, 0235, 0246, 0260, or 0299 in the grade of GS-09 was announced.

Example 3:

Group *	Series	Pay Plan *	Grade *	Geographical Locations State	AFB
8800 – Aircraft Overhaul Family	8852 – Aircraft Mechanic	WG	10	Georgia	(*blank*)

Results: If you select the state of Georgia and do not select a specific geographic location within Georgia, you will receive a notice if a WG-8852-10 position at Moody AFB or Robins AFB (the two Air Force bases in Georgia) is announced.

10. APPENDIX B - AUTOMATION TOOLS

CALCULATORS

Severance Pay Calculator (access through the ACC/DP web page. Click on Civilian Issues, then click on Severance Pay Calculator)
https://wwwmil.acc.af.mil/dp/

Federal Employees Retirement Calculator (both CSRS & FERS)
http://www.seniors.gov/fedcalc.html

Social Security Benefit Calculators
http://www.ssa.gov/planners/calculators.htm

Calculator (Projecting TSP Account Balance, Annuity Calculator & Retirement Planner)
http://www.tsp.gov/calc/index.html

Life Insurance Calculator
http://www.opm.gov/calculator/index.htm

CSRS Retirement Calculator
http://www.finance.gsa.gov/csrs/

Military Deposit Calculator
http://www.opm.gov/asd/htm/mildep.htm

NAF Portability Calculator
http://www.opm.gov/asd/naf/naf-1.htm

APPLICANT TOOLS

Determine your Military Spouse Preference Eligibility
http://www.chrma.hqusareur.army.mil/staffing/asp/wizards/msp/default.asp

Determine Your Veterans' Preference
http://www.dol.gov/dol/vets/public/programs/programs/preference/mservice.htm

See if you are a VRA Eligible
http://www.chrma.hqusareur.army.mil/staffing/asp/wizards/vra/VRAWizard.asp

Extension of Veterans' Preference Questions and Answers
http://www.opm.gov/veterans/html/VETQ&A.HTM

Questions and Answers Pertaining to the Veterans Employment Opportunities Act of 1998 as Amended
http://www.opm.gov/veterans/html/veoaq&a.HTM

Resume Writer
https://www.afpc.randolph.af.mil/afjobs

EMPLOYEE TOOLS

How to read an SF-50
http://www.hrsc.osd.mil/sf50/sf50b.htm

DFAS Employee/Member Service System (E/MSS) (1) E/MSS allows you, as a Department of Defense Military Member, Civilian Employee, Military Retiree or Annuitant to make certain changes to your pay information.
https://emss.dfas.mil/emss.htm

DFAS Employee/Member Service System (E/MSS) (2) At this address, you can make payroll changes on-line
http://www.dfas.mil/emss/

Civilian Career Data Brief (GS 12s & above) (access from Career Program web page, Personal Record Review)
http://www.afpc.randolph.af.mil/cp/

Thrift Savings Plan
http://www.tsp.gov/

TSP Account Access
http://www.tsp.gov/account/index.html

EEOC's Quick Start for Employees
http://www.eeoc.gov/qs-employees.html

Employee's Electronic OPF
https://www.afpc.randolph.af.mil/DPC/EOPF/electopf.htm

Career Program On-Line Registration
https://www.afpc.randolph.af.mil/dpc/cpreg/cpreg.htm

Employee Benefits and Information System (EBIS) benefits and entitlements information and capability to perform on-line transactions
https://www.afpc.randolph.af.mil/dpc/BEST_GRB/EBIS.htm

Social Security Retirement Planner
http://www.ssa.gov/retire/

OTHER TOOLS

PERMISS
http://www.afpc.randolph.af.mil/permiss/

DoD Virtual Interactive Personnel System (VIP) general personnel information geared to managers and employees
http://www.cpms.osd.mil/vip/vip.htm

Effects of Nonpay Status on Service Dates
http://www.ita.doc.gov/hrm/nopayscd.html

TRAVEL INFORMATION

AF Permanent Change of Station (PCS) Information
http://www.afpc.randolph.af.mil/dpc/pcs/pcs.htm

Defense Table of Official Distance Automated capability used by the Department of Defense as its source of worldwide distance information (in miles and kilometers) for all household goods, freight, and travel needs.
http://DTOD-mtmc.belvoir.army.mil/

DoD Per Diem, Travel and Transportation
http://www.dtic.mil/perdiem/

Per Diem Rates
http://www.dtic.mil/perdiem/pdrates.html

Mileage Rate FAQs PCS or MALT Mileage Rates vs TDY Mileage Rates
http://www.dtic.mil/perdiem/faqmilea.html

Defense Travel System
http://www.dtic.mil/travelink/

DLA'S Travel Webpage
http://www.dla.mil/dss/travel/

State Tax Exemption Table
http://policyworks.gov/org/main/mt/homepage/mtt/PERDIEM/StTaxexemp.shtml

Overseas Cost of Living Allowance Query
http://www.dtic.mil/perdiem/ocform.html

Military-Civilian Relocation Resources
http://www.afcrossroads.com/

Domestic Maximum Per Diem Rates
http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd01d.html

Foreign Per Diem Rates
http://www.state.gov/m/a/als/prdm/

Premier Lodging Program (PLP) Under this program, the government contracts with lodging properties in specific geographical areas, which guarantee rooms at a set rate within the established per diem.
http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/plp/plphp.html

10. APPENDIX C - OTHER SUGGESTED WEBSITES

Department of Defense Civilian Employment Information:

Army Civilian Personnel Online – http://cpol.army.mil/
CPOL includes Army vacancy announcements and resume builder.

Navy Human Resource Office – http://www.donhr.navy.mil/
The Navy's website contains vacancy announcements and employment information.

Washington Headquarters Service – http://hrsc.psd.whs.pentagon.mil/
Provides personnel information and services to the Office of the Secretary of Defense,
various Defense agencies, DOD field activities, and other customers.

Federal Government Employment Sites:

Office of Personnel Management (OPM) Employment Information - http://www.usajobs.opm.gov/

Government Jobs.Net – Career Center – http://federaljobs.net

Planning Your Future – A Federal Employees Survival Guide – http://safetynet.doleta.gov/

National Partnership for Reinventing Government – http://www.npr.gov/

America' Job Bank – http://www.ajb.dni.us/

The Federal Resume Guidebook & PC Disk – http://www.resume-place.com/books/guidebk.html

Air Force Sites – http://www.af.mil/

Department of Veterans Affairs – http://www.va.gov/

Transition Assistance On Line – http://www.taonline.com/default/default.asp

US Department Of Labor – Veteran's Employment and Training Services – http://www.dol.gov/dol/vets

APPENDIX D - GEOGRAPHIC LOCATION CODES

Geographic Location Codes - Use the codes listed below in conjunction with the **IVRS** to locate vacancy announcements at geographic locations where you are interested in placement consideration. We recommend you visit the web sites for locations for which you are interested to obtain information on the local community, cost of living expenses, education, employment, housing availability, relocation and support services.

* Indicates bases currently serviced by the Air Force Personnel Center

	CITY	CODE		STATE/LOCATION	CITY	CODE
ALASKA		4500		*Cheyenne Mountain Complex	Colorado Springs	3025
Eielson AFB	Fairbanks	4005		*Peterson AFB	Colorado Springs	3018
Elmendorf AFB	Anchorage	4006		*Schriever AFB, CO (Formerly Falcon AFB)	Colorado Springs	3026
ALABAMA		2500		*United States Air Force Academy	Colorado Springs	3022
Gunter AFS	Montgomery	2025		**CONNECTICUT**		1514
Maxwell AFB	Montgomery	2012		**WASHINGTON DC**		1508
ARKANSAS		3500		Bolling AFB	Washington DC	1002
*Little Rock AFB	Jacksonville	3012		PENTAGON (Air Force)	Washington DC	1009
ARIZONA		4501		**DELAWARE**		1500
*Davis-Monthan	Tucson	4003		*Dover AFB	Dover	1003
*Luke AFB	Glendale	4014		**FLORIDA**		2501
CALIFORNIA		4502		*Eglin AFB	Valparaiso (Destin/Ft Walton	2006
*Beale AFB	Marysville/Yuba City	4001		*Homestead ARB	Homestead	2009
*Edwards AFB	Rosamond (Lancaster/Palmdale)	4004		*MacDill AFB	Tampa	2011
*Los Angeles AFB	Los Angeles	4013		*Patrick AFB	Coca Beach	2015
*March AFB	Moreno Valley	4016		*Tyndall AFB	Panama City	2022
McClellan AFB (Closes July 2000)	Sacramento	4024		**GEORGIA**		2502
*Onizuka AS	Sunnyvale	4020		*Dobbins ARB	Marietta (Atlanta)	2005
*Travis AFB	Fairfield	4022		*Moody AFB	Valdosta	2014
*Vandenberg AFB	Lompoc	4023		Robins AFB	Warner Robins	2017
COLORADO		3501		**HAWAII**		4503
*ARPC	Denver	3002		*Hickam AFB	Honolulu	4009
*Buckley AFB	Aurora	3005		**IOWA**		3510

24

STATE/LOCATION	CITY	CODE		STATE/LOCATION	CITY	CODE
IDAHO		4504		NEVADA		4506
*Mountain Home	Mountain Home	4018		*Nellis AFB	Las Vegas	4019
ILLINOIS		2503		NEW HAMPSHIRE		1512
O'Hare IAP-ARS	Chicago	2024		NEW JERSEY		1503
*Scott AFB	Belleville	2018		*McGuire AFB	Wrightstown	1006
INDIANA		2504		NEW MEXICO		4507
*Grissom ARB	Peru	2008		*Cannon AFB	Clovis	4002
KANSAS		3502		*Holloman AFB	Alamogordo	4011
*McConnell AFB	Wichita	3013		*Kirtland AFB	Albuquerque	4012
KENTUCKY		2512		NEW YORK		1504
LOUISIANA		3503		*Niagara Falls IAP-ARS	Niagara Falls	1007
*Barksdale AFB	Bossier City	3003		NORTH CAROLINA		2508
*NAS Joint	New Orleans (Belle	3015		*Pope AFB	Fayetteville	2016
MASSACHUSETTS		1502		*Seymour Johnson AFB	Goldsboro	2020
*Hanscom AFB	Bedford (Boston)	1004		North Dakota		3506
*Otis ANGB	Falmouth	1008				
*Westover ARB	Chicopee Falls	1011		*Grand Forks AFB	Grand Forks	3009
MARYLAND		1501		*Minot AFB	Minot	3014
*Andrews AFB	Camp Springs	1001		OHIO		1505
MAINE		1511		Newark AFS	Heath	1015
MICHIGAN		2505		Wright-Patterson AFB	Dayton	1013
*Battle Creek	Battle Creek	2002		*Youngstown Warren Reg APT ARS	Vienna	1014
*Selfridge ANGB	Mt Clemens (Detroit)	2019		OKLAHOMA		3507
MINNESOTA		2506		*Altus AFB	Altus	3001
				Tinker AFB	Oklahoma City	3021
*Minn ST Paul IAP	Minneapolis	2013		*Vance AFB	Enid	3023
MISSOURI		3504		OREGON		4508
*Whiteman AFB	Knob Noster	3024		*Portland IAP	Portland	4021
				PENNSYLVANIA		1506
MISSISSIPPI		2507		*Pittsburgh IAP-ARS	Coraopolis (Pittsburgh)	1010
*Columbus AFB	Columbus	2004		*Willow Grove ARS	Willow Grove (Philadelphia)	1012
*Keesler AFB	Biloxi	2010				
MONTANA		4505		RHODE ISLAND		1513
*Malmstrom AFB	Great Falls	4015		SOUTH CAROLINA		2509
NEBRASKA		3505		*Charleston AFB	Charleston	2003
*Offutt AFB	Omaha	3017		*Shaw AFB	Sumter	2021

STATE/LOCATION	CITY	CODE		OVERSEAS LOCATIONS		CODE
SOUTH DAKOTA		3508		AUSTRALIA		5510
*Ellsworth AFB	Rapid City	3007		Lajes Field, Azores		5007
TENNESSEE		2510		EGYPT		5511
*Arnold AFB	Tullahoma	2001		FRANCE		5512
TEXAS		3509		GERMANY		5501
*Brooks AFB	San Antonio	3004		Ramstein AB, Germany		5011
*Dyess AFB	Abilene	3006		Rhein-Main AB, Germany		5016
*Goodfellow AFB	San Angelo	3008		Spangdahlem AB, Germany		5012
Kelly AFB (Closes July 2000)	San Antonio	3010		GREECE		5513
Lackland AFB	San Antonio	3027		GREENLAND		5514
*Laughlin AFB	Del Rio	3011		Andersen AFB, Guam		5001
*NAS Joint	Fort Worth	3016		GUAM		5502
*Randolph AFB	San Antonio	3019		Aviano AB, Italy		5002
Reese AFB	Lubbock	3028		ITALY		5503
*Sheppard AFB	Wichita Falls	3020		JAPAN		5504
UTAH		4511		Kadena AB, Japan		5006
Hill AFB	Ogden	4010		Misawa AB, Japan		5008
VIRGINIA		1507		Yokota AB, Japan		5013
*Langley AFB	Hampton (Newport News)	1005		KOREA		5505
VERMONT		1510		Kunsan AB		5014
WASHINGTON		4509		Osan AB, Korea		5009
*Fairchild AFB	Spokane	4007		NETHERLANDS		5515
*McChord AFB	Tacoma	4017		PANAMA		5506
WISCONSIN		2511		Howard AFB, Panama		5003
*General Mitchell	Milwaukee	2007		PORTUGAL		5507
WEST VIRGINIA		1509		SAUDI ARABIA		5516
WYOMING		4510		TURKEY		5508
*Francis E. Warren AFB	Cheyenne	4008		Incirlik AB, Turkey		5004
				Izmir AB, Turkey		5005
				UNITED KINGDOM		5509
				RAF Lakenheath, United Kingdom		5015
				RAF Mildenhall, United Kingdom		5010

11. GLOSSARY

AFPC/DPC--Air Force Personnel Center, Directorate of Civilian Personnel. Regional Civilian Personnel Center, located Randolph AFB, San Antonio, TX. AFPC/DPC provides civilian personnel services to 73 CONUS Air Forces bases nationwide.

AGENCY--A department or independent establishment of the Federal Government, including a Government- owned or –controlled corporation, that has the authority to hire employees in the competitive, excepted, and senior executive service. Examples: Department of the Air Force (an individual agency of the Department of Defense), Department of Transportation, Small Business Administration, or Federal Trade Commission.

APPLICANT--An individual who asked to be considered for a job with an agency. An applicant may be a current employee of the agency, an employee of another agency, or a person who is not currently employed by any agency.

ARTIFICIAL INTELLIGENCE--Intelligence that is programmed into a software application to perform certain tasks like reading a resume.

CANS--Civilian Announcement Notification System,allows subscribers with a valid email address to automatically receive listings of all Air Force job openings based on a personalized custom profile.

CHANGE TO LOWER GRADE--The change of an employee to a lower grade when both the old and new positions are under the same pay system, or to a position with a lower representative rate of basic pay when the old and new positions are under different pay systems (e.g., FWS, GS)."

CIVILIAN CAREER PROGRAMS--The Civilian Career Programs provide a centralized merit promotion system used to fill senior management positions throughout the Air Force. These programs are for current civilian Air Force employees only.

CPDSS-- Civilian Personnel Decision Support System. An Air Force automated supplemental system designed to rate, rank and refer candidates.

EMPLOYMENT INFORMATION SYSTEM (EIS)--Air Force Civilian Employment Homepage on the World Wide Web that contains employment information, announcements, job kit, answers to frequently asked questions, benefits information, on-line resume writer and more.

FAX-BACK--A service that allow callers to receive employment information such as fact sheets, job vacancy listings, job kits, etc., via facsimile when calling the Interactive Voice Response System.

 FWS--The Federal Wage System covering employees in trades, crafts, or labor occupations, whose pay is fixed and adjusted periodically in accordance with prevailing rates."

GEOGRAPHIC LOCATION CODES--List of codes at Appendix D used in conjunction with the IVRS to locate vacancy announcements at geographic locations where you are interested in placement consideration.

GS--General Schedule--Professional, Administrative, Technical, and Clerical work.

IVRS--Interactive Voice Response System, allows applicants to receive and enter information via touch-tone telephone and facsimile.

PROMOTION--Personnel action that changes an employee to a position at a higher grade level within the same grade classification system and pay schedule or to a position with a higher rate of basic pay in a different job classification system and pay schedule.

REASSIGNMENT--The change of an employee from one position to another without a promotion or change to lower grade. Reassignment includes(1) movement to a position in a new occupational series, or to another position in the same series; (2) assignment to a position that has been re-described due to the introduction of a new or revised classification or job grading standard; (3) assignment to a position that has been re-described as a result of position review; and (4) movement to a different position at the same grade, but with a change in salary that is the result of a different local prevailing wage rate or a different locality payment.

RESUME WRITER--Not used under Merit Promotion. Electronic tool developed to allow "on-line" resume preparation and submission for Air Force vacancies using the Civilian Employment Homepage. Internal applicants will only use the Resume Writer when applying through External Recruiting Authorities.

RESUMIX--Standard staffing system selected by DoD to be used by all components and agencies.

SELF-NOMINATION--Option by which an applicant requests consideration for job vacancy announcements.

STAIRS--Standard Automated Inventory & Referral System. STAIRS is the new automated merit promotion and internal placement system for the AF. It replaces the Promotion and Placement Referral Subsystem used by the AF for the past 20 years.